How to File an Objection/Opposition and/or a Response

This section explains how to docket an objection, an opposition or a response to a motion or application. The example used is an Objection to a Relief from Stay and in the Alternative, Adequate Protection.

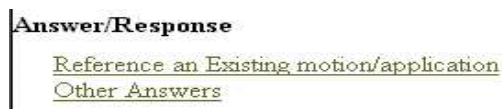**Step 1**   Click the **BANKRUPTCY** hyperlink on the ECF Main Menu.

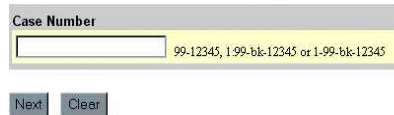**Step 2**   The **BANKRUPTCY EVENTS** screen displays.

•   Click the **Answer/Response** hyperlink.

Note: You may use the browser **Back** button at any time during this process to verify former screens until the final submission.

Step 3   The **ANSWER/RESPONSE TYPE** screen displays. Click the "Reference an existing motion/application" hyperlink.

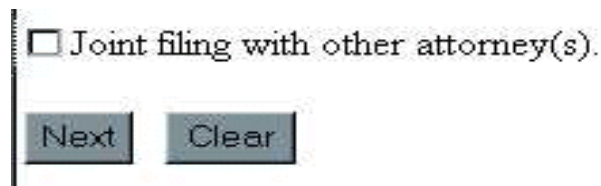**Step 4**   The **CASE NUMBER** screen displays.

- Enter the case number, including the hyphen.

- Click **Next.** The **EVENT SELECTION** screen displays.

Step 5   The **EVENT SELECTION** screen displays.

- Click on the down arrow in the **EVENT SELECTION** pick list. Your choices in the list are Amended Answer to Complaint, Assent, Objection, Opposition, Reply or Response. Highlight Objection.

- Click **Next** to continue.

Step 6   The **JOINT FILING** screen displays. This screen will only be used if another attorney is joining in this filing. No action is necessary. Click **Next** to continue.
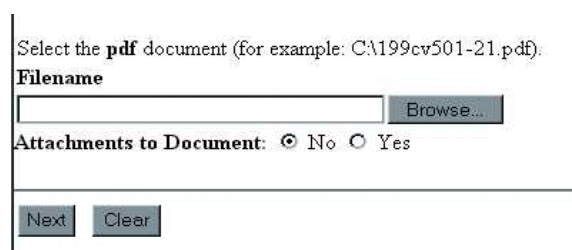
Step 7   The **SELECT PARTY** screen displays.

- If the party filing the objection in this example does not already exist in the case it will not display. They need to be added to the case.

- Click the **Add/Create New Party** hyperlink.

Step 8   The **ATTORNEY/PARTY ASSOCIATION** screen appears.

- Since the party filer is new, you will need to establish the Attorney/Party Association or link. Check the box and click **Next.** *(For information about searching and adding parties, see Section 7, Selecting, Adding and Creating Parties)*
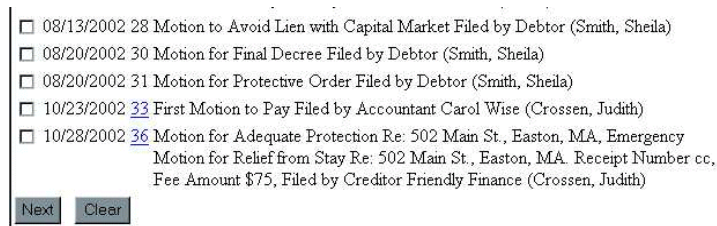
Step 9   The **PDF DOCUMENT SELECTION** screen displays.

- The file date and the Entered On Docket *(EOD)* date for this entry will appear in a subsequent screen, **the Notice of Electronic Filing**.

- Click **Browse**, then navigate to the directory where the PDF file is located and check to see that the document is the correct one.

- Double-click the PDF file to select it.

- There will not be any Attachments to the objection in this example.

- Accept the **No** default radio button and click **Next**.

Step 10   The **PENDING MOTIONS** screen appears.

☐ 08/13/2002 28 Motion to Avoid Lien with Capital Market Filed by Debtor (Smith, Sheila)
☐ 08/20/2002 30 Motion for Final Decree Filed by Debtor (Smith, Sheila)
☐ 08/20/2002 31 Motion for Protective Order Filed by Debtor (Smith, Sheila)
☐ 10/23/2002 33 First Motion to Pay Filed by Accountant Carol Wise (Crossen, Judith)
☐ 10/28/2002 36 Motion for Adequate Protection Re: 502 Main St., Easton, MA, Emergency
                Motion for Relief from Stay Re: 502 Main St., Easton, MA. Receipt Number cc,
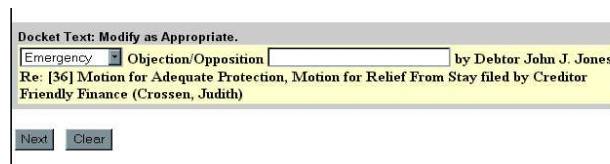   Fee Amount $75, Filed by Creditor Friendly Finance (Crossen, Judith)

[Next] [Clear]

- Select the appropriate motion you wish to object to or oppose by clicking in the box next to the date and click **Next** to continue.

TIP: In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.

Using your mouse, highlight the text of the Applicable Motion. From the browser Edit pull down menu, select Copy or execute the keystroke **Ctrl+C (or right click on the mouse to copy and paste)**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text. This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be

---

Step 11   The **MODIFY DOCKET TEXT** screen appears.

Docket Text: Modify as Appropriate.
[Emergency ▼] Objection/Opposition [   ] by Debtor John J. Jones
Re: [36] Motion for Adequate Protection, Motion for Relief From Stay filed by Creditor
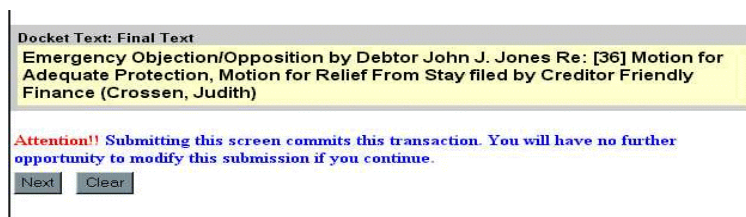Friendly Finance (Crossen, Judith)

[Next] [Clear]

- Note the Pre-text box and the pull down arrow. There are optional prefixes which should be used to further define your document, (e.g., Emergency, Amended etc.)

- Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion described in the **TIP**, position

your cursor within the text box and click on **Edit** on the browser menu bar and select Paste, or use the keystroke Ctrl + V to paste, or use your mouse by right clicking it and pasting the text from your clipboard. Edit as necessary.

• Click **Next** to continue.

Step 12   The **FINAL DOCKET TEXT** screen appears. Use caution on this screen and proof the contents of the entry carefully.

• To abort or restart the transaction, click any of the hyperlinks on the Main Menu bar.

• If you are satisfied with your entry, click **Next** and the entry is sent to the court's database.

Step 13   The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

• It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.

• Although the user may click on the Back button on the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.

• Do not use the **Back** button to make another filing. It is not activated. You must select from the Main Menu and start again.

• Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.

- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the document just filed will be displayed.

- Scroll down to see participants who have or have not registered for electronic noticing in this case.